SUBMITTING SUPERFUND DATA ELECTRONICALLY:
A Quick Reference Guide for Preparing Your EDD

> *EDMAN (Electronic Data Management and Analysis Network) is a new data management system being used by the Superfund Division of EPA Region 5 that will allow you to submit Superfund data electronically. This Quick Reference Guide shows you the basics for putting together and submitting your **electronic data deliverable** (EDD). For data providers new to EDMAN, this Quick Reference Guide can be used to "jump start" your introduction to the system, while those with more experience can use it as a refresher. For more in-depth information about EDDs and submittal requirements, see EPA Region 5's EDD Specification Manual.*

Included in this Quick Reference Guide

✓ Types of data that can be submitted in the EDD format
✓ Who to contact for assistance with preparing your EDD
✓ What information to include with each EDD submittal
✓ Summary of general EDD requirements, file naming and table formatting conventions, data integrity rules, and valid data types
✓ References to key sections in the EDD Specification Manual
✓ How to register to get EDD updates automatically

REMINDER!
User Registration

Please fill out the user registration information on the EPA Region 5 Web site. Registering will allow us to send you updates of EDD tools and guidance.
☞**Do it today!**

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Visit the EPA Region 5 EDMAN Web page at:

http://www.epa.gov/region5/superfund/edman/

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For Additional Support:

For **general questions**, please call the EPA Remedial Project Manager assigned to your site. For **questions about these instructions** and about EDDs, contact:

Doug Zamastil	(312) 886-0650	zamastil.doug@epa.gov
David Wilson	(312) 886-1476	wilson.david@epa.gov
Mary Tierney	(312) 886-4785	tierney.mary@epa.gov
Vivian Avilés-Quintero	(312) 353-0324	aviles.vivian@epa.gov

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Types of Data that Can Be Submitted in an EDD:

• Site sampling and characterization data
• Water level measurements
• Site base maps (e.g., a CAD file for the site)
• Drilling, logging and direct-push records
• Field measurements and geo-sampling results
• Monitoring well installation logs
• Long-term monitoring data

What to Submit and Where to Submit It:

The data you submit will not differ substantially from what you've submitted in the past. The data format, however, will be different. When submitting data electronically, be sure to send the following items:

☞ *Submit the Cover Letter and EDD to the following address:*

1. *Cover Letter*: The cover letter should include:

   - site name, data collection dates, and contact person;
   - explanations about any errors detected and about any revisions to data submitted previously; and
   - any proposed additions to the list of valid values

EDMAN Data Coordinator
United States EPA (S-6J)
77 W. Jackson Boulevard
Chicago, Illinois 60604

2. *EDD*: Submit data on either a 3.5" diskette, a ZIP™ or ZIP™-compatible disk, or a CD.

In addition, the cover letter, along with regularly required hard copies of all reports and data summaries should be sent to the EPA Remedial Project Manager (unless you are instructed otherwise).

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General EDD Requirements:

Use the following guidelines when preparing your electronic data deliverable:

✓ Submit data on 3½" double density (720 KB) or high density (1.44 MB) diskettes formatted for IBM®-compatible PCs

☞ *See Section 2.0, in the EDD Specifications Manual for further details.*

✓ For very large quantities of data, submit data on 100 MB or 250 MB ZIP™ or ZIP™-compatible disks or on a CD-ROM
✓ Store data as ASCII text files
✓ Do not compress files (e.g., via WinZip software)
✓ Create data files using spreadsheets or database software (preferred) or using word processing tools ☞ *See Section 2.14 (pages 27-28)*
✓ Save each data file as a separate file

Remember to provide explanations in the cover letter for all "Required" and "If available" fields that are not filled in!

✓ Data files should be <Tab>-delimited (preferred) or comma-delimited
✓ Represent a blank field by either a <Tab> or a comma
✓ End each record (row) with <CarriageReturnLineFeed>
✓ Enclose values in quotation marks if comma-delimited files are used
✓ Fill in all fields specified as "Required" or "If available"

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Data Integrity Rules:

To keep large volumes of analytical data accurate and intact, be sure to:

☞ *See Section 2.6 (pages 20-23) for more details*

▸ Enter valid codes from the Valid Value reference tables
▸ Make sure that columns designated as "required" have a unique non-blank value in every record
▸ Make sure that all the records in subordinate, or "child," files have a valid, non-blank linkage to the "parent" record in the file above it

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File Naming Conventions:
☞ *See Section 2.5 (Table 2-4, page 20)*

When naming files, use the following format:

SiteNameDate.EPAID.FORMAT

where:

If your computer does not support 32-bit file names (Windows 3.1 or below), please call us for assistance.

SiteName	= Choose a short name for the site
Date	= yyyymmdd (concatenate with SiteName)
EPAID	= 12-character EPA ID number (e.g., ILD000999123)
FORMAT	= Suffix corresponding to specific data type (see next page)

Site and Location Files:
File Types and Names

Resubmit these files only if the data in them need to be corrected, for example if site locations are resurveyed. Remember to explain reasons for changes in the cover letter.

One-time submittals: Site and Location files

File Type	File Name
Site Base Map	*SiteName.dxf*
Site	*SiteNameDate.EPAID*.EPAR5SITE_v1
Location	*SiteNameDate.EPAID*.EPAR5LOC_v1

☞ *See Section 3 (pages 36-43) for more details*

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Chemistry Data:
File Types and Names

If corrections need to be made to files previously submitted, clearly indicate in the submittal cover letter what data are being replaced and explain the reason(s) for the corrections. In addition, indicate whether the previous file or data should be saved or purged.

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Submit these EDD files each time chemistry and/or water level data are collected:

File Type	File Name
Chemistry Field Measurement	*SiteNameDate.EPAID*.EPAR5CFM_v1
Chemistry Sample	*SiteNameDate.EPAID*.EPAR5SMP_v1
Water Level	*SiteNameDate.EPAID*.EPAR5CWTR_v1
Chemistry Test/ Result	*SiteNameDate.EPAID*.EPAR5TRS_v1
Chemistry Test/ Result with QC*	*SiteNameDate.EPAID*.EPAR5TRSQC_v1
Batch*	*SiteNameDate.EPAID*.EPAR5BAT_v1

☞ *See Section 4 (pages 44-56) for more details*

*   *These files only apply in the rare cases when QC data are required. In these situations, the Chemistry Test/Result with QC file and Batch files will be submitted* <u>*instead of*</u> *the Chemistry Test/Result file.*

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Geology Data:
File Types and Names

If corrections need to be made to files previously submitted, clearly indicate in the submittal cover letter what data are being replaced and explain the reason(s) for the corrections. In addition, indicate whether the previous file or data should be saved or purged.

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Submit the following files for all monitoring wells, piezometers, and borings:

File Type	File Name
Drilling Activity	*SiteNameDate.EPAID*.EPAR5DRA_v1
Lithology	*SiteNameDate.EPAID*.EPAR5LTH_v1
Well	*SiteNameDate.EPAID*.EPAR5WEL_v1
Well Segments	*SiteNameDate.EPAID*.EPAR5WSG_v1
Geology Samples	*SiteNameDate.EPAID*.EPAR5GSMP_v1
Water Level	*SiteNameDate.EPAID*.EPAR5GWTR_v1
Water Table	*SiteNameDate.EPAID*.EPAR5TBL_v1
Down Hole Point	*SiteNameDate.EPAID*.EPAR5DHP_v1

☞ *See Section 5 (pages 57-66) for more details*

Data Types:

Some of the data types in the various fields in an EDD are described below.

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If the data type is...	The data entered in the field must be...
Integer	A whole number
Y or N	"Y" (for 'yes') or "N" (for 'no')
Time	Time, in the following format *hh:mm*
Date	Date, in the following format *mm/dd/yyyy*

☞ *See Section 2.13 (page 27) for more details*

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EDD Templates and Checking Your Data

EPA Region 5's EDMAN website - www.epa.gov/region5/superfund/edman - contains "templates" or blank spreadsheets you can use when preparing your EPA EDD.

*The **ELDC** should be used to check all **chemistry** EDDs prior to submittal,*

Also, the website includes free downloadable software which you should use to check your EDD for errors before submitting it. The two data checking software applications on the website are:

*and the **EFDC** should be used to check all **site, location, and geology** EDDs prior to submittal.*

- the **Electronic Lab Data Checker (ELDC)** and
- the **Electronic Field Data Checker (EFDC)**

The ELDC and EFDC applications are easy to use and will generate a list of any errors found in the EDD.

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More Information:

For detailed information about the following topics, refer to the sections of the EPA Region 5 EDD Specifications Manual indicated below:

Facility vs Site vs Location	§ 2.7
Reporting Null Values	§ 2.8
Valid Values	§ 2.9
Reporting Retests	§2.10
Reporting Non-detects	§2.11
Reporting TICs	§2.12